

GOSHEN TOWNSHIP
Job Description
For
Township Administrator

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| Hiring Range: | \$24,000 annual | Classification: Unclassified |
| Reports to: | Board of Trustees | FLSA: Exempt |
| Posted: | | Department: Admin. |
| Working Hours: | TBD – Hours/Week/As Assigned | Status: Part-Time |

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

JOB PURPOSE:

Assists the Board of Trustees in supervising in all aspects of the Township and all of the departments within.

JOB DUTIES:

The township administrator shall, under the direction of the board of township trustees:

- Assist in the administration, enforcement and execution of the policies and resolutions of the board;
- Supervise and direct the activities of the affairs of the divisions of township government under the control or jurisdiction of the board;
- Attend all meetings of the board at which his attendance is required by that body;
- Recommend measures for adoption to the board;
- Prepare and submit to the board such reports as are required by that body, or as he considers advisable;
- Keep the board fully advised on the financial conditions of the township, preparing and submitting a budget for the next fiscal year;
- Perform such additional duties as the board may determine by resolution.
- The board of township trustees may assign to such township administrator any office, position, or duties under its control; such office, position, and duties to be performed under the direction and supervision of the board and to be in addition to those set forth in this section.
- Direct work activities of Department Heads and Supervisors; issue directives, interpret policy, provide direction and ensure that work activities comply with Board of Trustees policy, resolutions and directions.

- Administer personnel policies of Board of Trustees; establish policies subject to the approval of Board; monitor compliance with the interpretation and application of Township Personnel Policies and Procedures, including classification and pay plan; review all personnel actions, recommending appropriate action to the Board; execute routine personnel actions on behalf of Board.
- Administer annual performance evaluations for all Department Heads as well as any employees who directly report to the Administrator.
- Coordinate collective bargaining activities and serve as Chief Labor Relations Officer representing the Board in labor negotiations and overall labor relations.
- Analyze budgetary information and data; prepare annual Township budget; monitor financial activity of each department; administer purchasing function for all departments.
- Serve as liaison between Board of Trustees and other governmental agencies and group representing a common interest with Township affairs.
- Represent the Board of Trustees in meeting, conferences and hearings, provide testimony and information; prepare correspondence and respond to communication on behalf of the Board.
- Attend Board of Trustee meetings; provide informational input and recommend measures of adoption.
- Serve as liaison between various township boards, commissions, committees, agencies and departments.

QUALIFICATIONS AND REQUIREMENTS:

Knowledge Critical to Success:

- General management and administration
- Public budgeting and finance
- Public personnel management
- Planning and zoning
- Economic development
- Labor relations.
- Risk management
- Economic development
- Purchasing
- Public works
- Grants administration
- Intergovernmental relations
- Management information systems

Skills Needed:

- Solving complex problems
- Effective decision making
- Ensuring that programs and policies are carried out and accomplished
- Public relations.

Abilities Critical to Success:

- Establish and maintain effective working relationships with the general public, supervisors, and co-workers
- Maintain effective working relationships with the press and other mass media
- Analyze and evaluate public programs
- Design and implement new programs as needed
- Apply management principles to practical work situations
- Prepare meaningful, concise and accurate reports and directives
- Handle sensitive issues with public officials, employees and the general public
- Resolve complaints from citizens.
- Personal computers with related software
- Copiers
- Calculators
- Two-way radios
- Telephones
- Fax machines
- Other office equipment related to this position.

Licenses and Certifications Required:

- Valid Drivers Licenses

Minimum Education and Experience:

- Bachelor's Degree in Public Administration, Planning, Business Management or a closely related field
- Considerable experience in township, county, or municipal government.

Physical and Mental Qualifications:

- Ability to perform office related duties
- Frequently required to sit and talk or hear, move and extend arms in a wide range of movements to reach for files, documents, publications, and equipment handles,

and have the ability to grasp, hold various types of equipment, and at a minimum level operate a keyboard/typewriter.

- Visually define, recognize, evaluate and differentiate objects, such as written information, messages, warning signs and safety hazards that may be encountered during field inspections.
- Drive a motorized vehicle in all type of traffic and weather conditions.

Disclaimer

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Also, this job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and the requirements of the job change.

2/2016